



## TRANSFER OPPORTUNITY

For Current State Employees
Legal Secretary
San Francisco, CA

\*Recruitment and Retention Differential Pay Area

Department of Industrial Relations
Office of the Director, Legal unit

**Position:** Legal Secretary Range A \$2839.00-\$3450.00

Range B \$2981.00-\$3623.00

Location: 455 Golden Gate Ave., S.F., CA 94102

**Duties:** Under the general supervision of the Legal Support Supervisor I, the LS will

independently and effectively work for three to five attorneys. Using Microsoft Word transcribe from dictated material or handwritten work a variety of legal correspondence, petitions, briefs, answers, writs, subpoenas,

motions depositions, orders, promissory notes, compromise and

release agreements, etc. Maintain files, answer telephones and respond to request

for information, and perform other duties as required.

\*Upon appointment to the Legal Secretary classification within DIR, San Francisco location employees are entitled to a "plus" adjustment to the maximum salary step (at this time Rg A \$3450 – Rg B \$3623). Employees who serve 12 months at the maximum rate may receive an additional Adjustment of one-step (generally 5%). Employees who serve 12 months at the additional adjustment of one step may receive an additional adjustment of one step (generally 5%).

The differential pay does not apply to Training and Development assignments.

Anyone eligible for transfer or Training and Development Assignment (T&D) to the above class may apply by sending a standard State Application

(Form STD 678) to: Department of Industrial Relations

P.O. Box 420603

San Francisco, CA 94142 **Attention: Terry Stevenson** Telephone: (415) 703-4381

CALNET 593-4381

Applications will be accepted until position is filled & interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.